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## New Construction - Building Permit Application Checklist

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*Note: All applications must provide sufficient information to show that the proposed work will conform to the National Building Code-Alberta Edition and whether or not it may affect adjacent properties.*

### Please submit the following:

- Permit Application
  - Signature
  - Mailing Address
  - Contact Number
  - Email Address
  - Payment Method
  - Blue Sign/Fire Number, Civic Address, Legal Description and/or Land Location
  - Building Use
  - Detailed Description of Work
- Development Permit *(if required by the Municipality. Check with your local jurisdiction)*
- Site Plan showing the location of the proposed construction, property lines, dimensions, adjacent buildings and/or structures, utility locates, north arrow, etcetera
- Fire Safety Plan *(to include emergency procedures to be followed in the event of a fire including initiating fire warning, notifying the fire, instructing site personnel, confining, controlling and extinguishing the fire, measures for controlling site hazards, etcetera)*
- Floor Plan for all levels drawn to scale of all levels showing walls, doors, windows, room names, dimensions, smoke alarms, CO detectors, etcetera
- Roof Truss drawings and layouts
- Joist Layouts
- Engineered Beam Specifications *(where applicable)*
- Building Elevation drawings with dimensions and cross-section views *(all 4 views: front, back, and sides)*
- Foundation Details
- Professional Involvement documentation *(where applicable such as engineered slab or pole structure)*
  - Stamped Engineered Plans
  - Engineer A, B Schedules
- Energy Code documentation if the space is heated and used for anything other than personal storage or an accessory building to the single family dwelling
- Engineered Tall Wall design *(if any wall height exceeds 12')*
- Hydronic Heating System details
- Additional Information as required

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### Noteworthy Items

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- ★ Foundation type detail required:
  - Preserved Wood foundation requires professional engineer design and site review
  - Pile and Grade beams require structural engineer drawings
  - Slab-on-Grade foundation over 55m<sup>2</sup> (592ft<sup>2</sup>) requires engineer drawings
  - Screw Piles require engineering *(layout and specs required with application. Torque ratings required prior to final inspection)*
  - Structural Insulated Panels (SIP) require CCMC evaluation
- ★ Complete site locates prior to construction to ensure safe construction and placement of structures as various codes contain regulations pertaining to construction near or over utility services
- ★ If you are using any unconventional construction methods, speak with your safety codes officer
- ★ For more information see the Safety Tip Brochures provided by the Safety Codes Council at [www.safetycodes.ab.ca/permits-inspections/safety-tips/](http://www.safetycodes.ab.ca/permits-inspections/safety-tips/)
- ★ Contact your permitting office for more information or tools to assist you with completing your fire safety plan